

CHAPTER 3

EMPLOYMENT AND PLACEMENT

A. POLICY

Each Military Department shall develop policies, standards and administrative procedures to implement recruitment and internal placement programs for CIPMS. Provisions of FPM Chapter 213, Excepted Service Appointments and Chapter 302, Employment in the Excepted Service, relating to appointments do not apply to CIPMS.

1. All staffing of positions covered by CIPMS shall be conducted without regard to race, color, sex, age, religion, national origin, marital status, political affiliation, or other nonmerit factors. Reasonable accommodation shall be considered in cases involving mentally or physically handicapped individuals.

2. In staffing from external sources, veterans as defined by 5 U.S.C. 2108, shall be given preference for employment as far as administratively feasible.

B. QUALIFICATION REQUIREMENTS

1. Qualification Standards.

a. The use of the OPM Handbook X-118 or X-118C, "Qualification Standards," for positions under either the General Schedule or the Federal Wage System is not required except that applicants must meet any minimum educational, certification, or licensing requirements required by the OPM unless superseded by a CIPMS Standard.

b. The CIPMS Qualification Guide (Appendix D) shall be used in filling both General Schedule and trades and labor occupations. OPM Handbooks (X-118 and X-118C) may be used with the CIPMS Qualification Guide as a source of information on the knowledge, skills, and abilities required for successful job performance.

(1) Standards developed within the Military Departments based on the CIPMS Qualification Guide shall reflect actual job requirements and shall be applied in a consistent manner.

(2) CIPMS qualification standards for specific series, specialties, or groups of series or specialties may be developed by the Military Departments for use by one or more of them. Military Departmental or CIPMS-wide qualifications standards shall be reviewed and approved by ASD (FM&P) before implementation.

2. Suitability. CIPMS employees must meet each Military Department's security, suitability, and conduct requirements. In addition to legally-required disqualifications, standards may provide for disqualification of an applicant for such reasons as dismissal from employment for delinquency or misconduct, criminal conduct, intentional false statements or misrepresentation in the application process, or reasonable doubt of the individual's loyalty to the United States.

3. Citizenship. CIPMS appointees must meet all citizenship restrictions contained in applicable appropriation acts, as well as those imposed by the security clearance and access requirement of the position.

4. Formal Education. The Military Departments may not establish a minimum education requirement for CIPMS positions unless it is determined that the duties of a scientific, technical, or professional position cannot be performed by a person without that education.

5. Age. Minimum or maximum age requirements may not be established except as specifically authorized by statute or as approved by OSD. OSD may approve

age requirements based on a determination that age is a bona fide occupational qualification necessary to the performance of the duties of the position.

6. Physical Qualifications. Applicants shall meet established physical qualifications that are essential to perform the duties of the position or be found by medical authority to be physically able to perform the duties of the position. Disqualification determinations for preference eligible having a compensable Service-connected disability of 30 percent or more shall be approved by competent authority as determined by each Military Department.

7. Other Requirements.

a. Written and Performance Tests. Tests shall be fully consistent with applicable rules, regulations, instructions, and policies unless superseded by CIPMS policy.

b. Personality Tests. Personality tests shall require prior approval as determined by each Military Department.

C. RECRUITMENT AND SELECTION

Recruitment and selection procedures shall include the following:

1. Procedures. Fair and equitable procedures shall be implemented to evaluate an applicant's experience, training, education, performance, and recognition records. Rules may not deny consideration to any applicant based on the applicant's status as a Federal employee or annuitant.

2. Veterans' Preference. Appointment procedures shall provide for the requirement to give preference to veterans in selection when administratively feasible and for the selection of elevator operators, guards, messengers, and custodians from among preference-eligibles as long as preference-eligibles are available-

3. Merit Promotion Plans. Procedures shall take full advantage of all CIPMS and excepted service authorities. Merit promotion plans may allow for concurrent consideration of all applicants.

4. Conditions of Employment. Examples of pertinent and job-related conditions of employment are outlined in Appendix E.

5. Employment of Retired Members of the Armed Services. Authority to approved waivers of the 180-day restriction shall follow delegation levels authorized by DoD Directive 1402.1, except that the Secretaries of the Military Departments may redelegate approval authority for waivers for positions of GS-8 and above to the Department's Functional Chief. All other exceptions permitting lower level approval of waivers shall continue to apply.

6. Statutory and Regulatory Limits on Appointing Officer's Authority. Before filling a position by other means, an appointing officer must satisfy the rights of any employee or former employee who is:

a. Entitled to restoration following Military duty or recovery from compensable injury or disability;

b. Entitled to reemployment under law or regulation;

c. Entitled to restoration after a successful grievance or appeal;

d. Entitled to move with his or her position during a transfer of function;

e. Entitled to priority consideration for reemployment from the DoD reemployment priority list or comparable Departmental priority placement list, as discussed in section F., below, or

f. Entitled to special consideration for promotion or repromotion in accordance with the existing Merit promotion plan.

7. Reemployment Lists. Reemployment lists may include the names of any current or former employees of the Department who are to be considered for

future employment, but must include the names of each former employee who:

a. Is found by the Merit Systems Protection Board to have been unjustifiably dismissed from the Department;

b. Was furloughed or separated without misconduct from a continuing position due to compensable injury and whose recovery takes longer than 1 year from the date compensation began. The individual must apply for reemployment under this provision within 30 days after cessation of compensation.

8. Movement of an Employee from the Competitive Service. Employees currently serving under non-temporary appointments in a competitive service position converted to CIPMS shall be informed that the position is in the excepted service, cannot be filled by competitive appointment, and placement in the position will take him and/or her out of the competitive service. A written statement of understanding documenting voluntary acceptance of a CIPMS position shall be obtained when applicants are selected for CIPMS positions.

D. NON-COMPETITIVE PROMOTION

1. In addition to CIPMS exceptions, all exceptions to competitive promotion procedures provided in the competitive service may be extended to the CIPMS .

2. Noncompetitive promotion to succeeding grade levels within the current grade bands of the employee's present line of work may also be authorized by the Military Departments. This authority may be applied without regard to requirements for competition for positions with known promotion potential.

(See Chapter 2 B.2., and Appendix B, Part I, for further information on grade bands.)

E. REDUCTION-IN-FORCE PROCEDURES

Reduction-in-force procedures shall be consistent with statutory-excepted service authorities.

F. OUT-PLACEMENT PROGRAMS

1. Selecting officials shall consider applicable DoD-wide Priority Placement-merit Program (PPP) employment lists.

2. ICDP provisions for placement assistance for overseas personnel without return rights , return reemployment rights provisions, and reduction-in-force administrative procedures shall be applicable to all CIPMS employees.

G. REFERRAL SYSTEMS

The Defense Intelligence Special Career Automated System (DISCAS), operated by the Defense Intelligence Agency as part of the Intelligence Career Development Program (ICDP), shall be used as a major recruitment source in the filling of CIPMS positions in accordance with the policies and procedures of DoD 1430.10-M-3, "DoD-Wide Intelligence Career Development Program for General Intelligence Personnel." DISCAS may be supplemented, within the Military Departments, by other recruitment methods such as local vacancy announcements or the optional use of Departmental career referral systems or skill banks. Military Departments may not prescribe restrictions on the use of DISCAS, such as the requirement to use Departmental career programs.

H. RECORDS MAINTENANCE

The Military Departments shall develop a records maintenance system, ensuring access to all documentation on staffing actions, for a minimum period of 2 years from the effective date of the action.

I. COMPLAINTS RESOLUTION

The Military Departments shall provide for the equitable and timely resolution of complaints concerning proper application of their employment and placement regulations and procedures. Equal Employment Opportunity (EEO) complaints shall continue to be processed within existing procedures.

J. AFFIRMATIVE ACTION

1. Joint Action. The Military Departments shall work together to improve their EEO posture.

2. Affirmative Action Goals. In accordance with Equal Employment Opportunity Commission (EEOC) guidelines, each Military Department shall develop Affirmative Action goals and objectives for its CIPMS work force. The Military Departments are encouraged to analyze attitudinal, structural, or personnel barriers to increase representation of women, minorities, and handicapped and to implement policies and programs to overcome those barriers and underrepresentation situations. Progress in EEO and Affirmative Action should be made a part of any program evaluation or management information system for CIPMS.